

SIGN PERMIT SUBMITTAL CHECKLIST

NOTE: PLANS WILL BE REJECTED IF THE FOLLOWING ITEMS ARE NOT INCLUDED WITH THE SUBMITTAL.

SIGN PERMIT APPLICATION

- ☐ Completed Project Submittal form with Property Owner information
- ☐ 2 – 8 ½" x 11" or 11"X17" scaled drawings of all proposed signage including:
 - Site Plan
 - Identify the location of the business on site
 - Identify property lines if a new freestanding sign is proposed
 - Identify freestanding sign location including setback dimensions as measured from the property lines and other relevant dimensions
 - Provide site address
 - Elevations
 - Provide a clean, clear blackline or colored elevation showing proposed location of signs and any existing signs for the business
 - Identify the dimensions of the sign on the building
 - Identify the horizontal and vertical dimensions of the background area surrounding the proposed sign
 - Identify the linear footage of the business frontage
 - Details
 - Provide an enlargement of proposed sign with dimensions
 - Provide description of sign (construction materials, illumination, colors, depth of return, etc.)
 - Section
 - Provide cross-section detail of building mounted sign and it's attachment to the building
 - Provide cross-section detail of freestanding sign